

Calling all NEWLY elected or appointed Listers/Assessors!

Learn the basics of listing in a 2-day course

This 2-day course provides a thorough **overview of the job of "Listing."** You will learn the various responsibilities of the office, including:

- Technical terms
- Lodging a Grand List
- Downloading homestead declarations
- Obligations of the office
- Schedules, exemptions, Current Use, and office administration.

Choose the date and location that is convenient for you:

Monday & Tuesday, March 7 & 8, 2016, 9:00 AM – 4:00 PM

Brattleboro Municipal Center, 230 Main St., Brattleboro

Thursday & Friday, March 10 & 11, 2016, 9:00 AM – 4:00 PM

St. Albans Free Library, 11 Maiden Lane, St. Albans

Wednesday & Thursday, March 16 & 17, 2016, 9:00 AM – 4:00 PM

Middlebury Ambulance Building, 55 Collins Drive, Middlebury

Tuition: • \$75 for Municipal Offices • \$125 for Firms and Others

Note: Municipal Offices have grant funds for lister education available! Contact PVR at (802) 828-6639, Monday – Friday, 7:45 AM – 4:30 PM or email tax.listered@vermont.gov.

Registration is Required. Please register online here:

<http://tax.vermont.gov/municipal-officials/certification-education-programs/online-registration>

Sponsored by the Division of Property Valuation and Review (PVR)

VPACP certification credit – VPA I – to learn more about the Vermont Property Appraiser Certification Program, visit our website at <http://tax.vermont.gov/municipal-officials/certification-and-education-programs>